

# **Attorney Comprehensive WCAIS Survival Guide**

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**WCAIS IS THE OFFICIAL  
LEGAL RECORD.**

# **MISCELLANEOUS TOPICS**

# **MISCELLANEOUS TOPICS:**

## **Additional Methods for Filing a WCOA Petition**

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- There are three ways to file a petition electronically.
- Two of the methods begin from the WCAIS Dashboard:
  1. Click the **WCOA** dropdown from the WCAIS Dashboard, select **Petitions**, and then **File a Petition**.
  2. Select the **File a WCOA Petition** Quick Link.

The screenshot displays the Pennsylvania WCAIS (Workers' Compensation Automation and Integration System) dashboard. At the top, the header includes the PA logo, the text 'pennsylvania WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM', the version 'TRN-R2.18.0', and the user 'JASON BRABANT (Attorney)'. Navigation links include 'Search', 'Helpline', 'My Matters', 'WCAB', 'WCOA', 'Healthcare', 'UEGF', and 'Profile'. A 'Dashboard' button is on the right. Below the navigation bar, a dropdown menu is open for 'WCOA', showing 'Petitions' and 'File a Petition' as options. A red box highlights 'Petitions' with a red '1.' next to it. Another red box highlights 'File a Petition' with a red '2.' next to it. The main dashboard area contains sections for 'Alerts' (with a table showing 'No Data Found'), 'Correspondence' (with a 'Show Recent Correspondence' button and a 'Search Correspondences' link), and 'My Claims' (with a table of claim details). On the right side, there is a 'Quick Links' section with links to 'WCOA Dashboard NEW', 'WCAB Dashboard NEW', 'File a WCOA Petition' (highlighted with a red box and a red '2.'), and 'Judges' Procedural Questionnaires'. Below this is an 'Additional Dashboard Items' section with a 'My Claims' dropdown and an 'Add Item' button.

Date	Alerts
No Data Found	

Claim Number	Claimant/Employee Name	Defendant/Employer Name	Business Unit Name	Date Of Injury	Status
--------------	------------------------	-------------------------	--------------------	----------------	--------

For more information on filing a WCOA petition from the Quick Link, click [here](#).

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- Search for an existing claim to associate the petition to.
- Search for the claim using the claim number or a variety of known information.

The screenshot displays the WCAIS Advanced Search interface. At the top, there is a search bar with the placeholder text "Name, FEIN, Date of birth (MM/DD/YYYY), etc. ..." and a green "SEARCH" button. Below the search bar, there are two links: "Keyword Search Tips" and "Legacy Search". On the left side, there is a sidebar with a table titled "Matter Type" and "Count". The table has one row: "Claim" with a count of "59". The main area is titled "Hide Advanced Search For Claim" and contains a form with various search criteria: Claim Number, Claim Administrator Claim Number, Workers Compensation Id Number, Claimant First Name, Claimant Last Name, Claimant Address, SSN, Date of Birth From/To, Defendant/Employer Name, Business Unit, Claim Status (a dropdown menu), Claim File Date From/To, and Date of Injury From/To. Below the form are two buttons: "Advanced Search" and "Clear". At the bottom, there is a status bar that says "Found 59 records. Showing 1 of 6 pages." with a green ">>" button. To the right of the status bar, it says "Records per page: 10 | 20 | 30". At the bottom right, there is a blue button that says "File a Petition on a Claim not found".

WCAIS

Name, FEIN, Date of birth (MM/DD/YYYY), etc. ...

SEARCH

[Keyword Search Tips](#) [Legacy Search](#)

Hide Advanced Search For Claim

Claim Number:

Claim Administrator Claim Number:

Workers Compensation Id Number:

Claimant First Name:

Claimant Last Name:

Claimant Address:

SSN:

Date of Birth From:

To:

Defendant/Employer Name:

Business Unit:

Claim Status:

Claim File Date From:

To:

Date of Injury From:

To:

Advanced Search Clear

Found 59 records. Showing 1 of 6 pages. >>

Records per page: 10 | 20 | 30

File a Petition on a Claim not found

For more information on the Enhanced Search from the Dashboard, click [here](#).

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- If there is an existing claim which matches the EMPLOYEE, EMPLOYER, and INJURY DATE of the petition, then click the **Associate** button.
- If there is no existing claim which matches the EMPLOYEE, EMPLOYER, and INJURY DATE of the petition, then click the **File a Petition on a Claim not found** button.

WCAIS Name, FEIN, Date of birth (MM/DD/YYYY), etc. ... **SEARCH**

[Keyword Search Tips](#) [Legacy Search](#)

Matter Type Count  
**Claim** 59

Hide Advanced Search For Claim

Claim Number:  
Claim Administrator Claim Number:  
Workers Compensation Id Number:  
Claimant First Name:  
Claimant Last Name:  
Claimant Address:  
SSN:  
Date of Birth From:  
To:  
Defendant/Employer Name:  
Business Unit:  
Claim Status:  
Claim File Date From:  
To:  
Date of Injury From:  
To:

**Advanced Search** **Clear**

Found 59 records. Showing 1 of 6 pages: >> Records per page: 10 | **20** | 30

**File a Petition on a Claim not found**

**Claim** [View More](#) [View Claim Summary](#) **Associate**

Claimant/Employer Name: Unit: N/A | Defendant/Employer Name: Unit: N/A | Business Unit: N/A  
File Date: 08/26/2015 | Claim Status: Compensable | Date of Injury: 08/14/2015 | Agency Claim Number: N/A




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- The third way to file a petition is from the **Dispute** tab of the **Claim Summary**.
- The system automatically pulls the Claimant, Employer, and Injury Date information from the claim.

**Claim Summary - External** [+Expand](#)

WCAIS Claim #: 

Claimant/Employee Name:

Defendant/Employer Name:

Claim Status: **Closed**

Date of Injury: **1/30/2017**

[Claim History](#)

[Interested Parties](#)

[Injury Details](#)

**[Dispute](#)**

[Appeal Case Information](#)

Select the hyperlink to file a Petition on this claim: [File WCOA Petition](#)

**List of Disputes**

Dispute Number	Assigned Judge	WCOA Petition (Date Filed)	Dispute Status	Most Recent Decision Date
<a href="#">DSP-.....1</a>	McManus, Joseph	Claim Petition (LIBC-362) (05/25/2017) , Petition To/For (LIBC-378) (05/25/2017) , Petition To/For (LIBC-378) (11/22/2017) , Petition To/For (LIBC-378) (11/28/2017) , Petition To/For (LIBC-378) (11/28/2017)	Closed	1/10/2018

- Whichever way you choose to file a petition, you will be taken to the screen below.
- Select a petition type from the dropdown and click **Continue**.

## File Petition

Required fields are indicated by \*:

### Select Petition Type:

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms.

Select Petition Type\*:

Claim Petition (LIBC-362) ▼

Back

Cancel

Continue

Petition types available for selection may depend on whether a claim is associated. Below are the petition types available when **no claim** is associated.

All Matters Search... GO

## File Petition

Required fields are indicated by \*:

**Select Petition Type:**

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms.

Select Petition Type\*:

SELECT

SELECT

- Claim Petition (LIBC-362)
- Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC - 375)
- Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550)
- Fatal Claim Petition (LIBC-363)
- Occupational Disease Claim Petition (301i) (LIBC - 396)
- Petition for Examination-Expert Interview (LIBC-499)
- Petition To/For (LIBC-378)

Continue

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- In order to file a Petition for Review of Utilization Review Determination, there must be a UR determination.
- When filing a UR petition, **you must associate the claim** that contains the UR determination you're seeking to review.

## File Petition

Required fields are indicated by \*:

### Select Petition Type:

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms.

### Selected Claim:

Claim Number	Claimant/Employee Name	Defendant/Employer Name	Date of Injury
██████	██████████	██████████, INC.	6/15/2016

### Select Petition Type\*:

Petition for Review of Utilization Review Determination (LIBC - 603) ▼

Back

Cancel

Continue

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The filing party must select the UR determination and associated treatments, which are automatically pulled in based on the Claim number associated.

## Petition to Review Utilization Review Determination (LIBC-603)

[+Expand](#)

WCAIS Claim #:

Claimant/Employee Name:

Defendant/Employer Name:

Claim Status: **Compensable**

Date of Injury: **6/15/2016**

[View Claim Summary](#)

1 [Complete Petition](#)

2 **Certification**

If the insurer/employer, employee or provider disagrees with the determination rendered against it by the URO, the insurer/employer, employee or provider may file this petition to request that a Workers' Compensation Judge review the URO's determination.

Select the Utilization Review Number for the Utilization Review being petitioned and select "Display Treatments" to display the Provider(s) and Treatments under review:

Select One	UR Confirmation Number	Claimant/Employee	Determination Submitted	Assigned URO
<input type="radio"/>	UR-		10/25/2017	
<input type="radio"/>	UR-		12/26/2019	
<input type="radio"/>	UR-		04/10/2020	
<input type="radio"/>	UR-		06/10/2020	

[Display Treatments](#)

In order to file a UEGF petition you must associate a claim which has a UEGF Notice in an *accepted* status for at least 21 days. Otherwise, you will receive the error message shown below.

The screenshot shows a web browser window with multiple tabs. The active tab is 'WCAIS - File Petition'. The address bar shows the URL 'wcaisua.pa.gov/ol/AJ/PET/SSR50074.aspx'. The page header includes the Pennsylvania logo, 'UAT-R3.8', and the user name 'CLAIRE EVANS (Attorney)'. The navigation bar has links for 'Search', 'Helpline', 'My Matters', 'WCAB', 'WCOA', 'Healthcare', 'UEGF', and 'Profile'. The main heading is 'File Petition'. Below it, a red error message box states: 'There are some errors in the form below. Please correct the following error(s) before proceeding:'. The error details are: 'In order to file a Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550) the following conditions must be met:'. The conditions listed are: 'A Claim must already exist in WCAIS and be associated to this filing. A Claim is defined by the Employee, Employer and Date of injury.', 'An accepted Notice of Claim Against Uninsured Employer (LIBC-551) must be on file in WCAIS.', 'It must be 21 days or more since the Notice of Claim Against Uninsured Employer (LIBC-551) was accepted into WCAIS.', and 'To file a Notice of Claim Against Uninsured Employer (LIBC-551) click here. If you have any questions, contact the WCOA Resource Center at 1-844-237-6316 or email WCOAResourceCenter@pa.gov.'. Below the error message, there is a section titled 'Select Petition Type:' with instructions to select the type of petition. A dropdown menu is shown with the selected option: 'Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550)'.

PA Labor Industry V... | G what county is un... | G jefferson county c... | WCAIS - Dashboa... | WCAIS - Dashboa... | WCAIS - Dashboa... | WCAIS - File Peti... | + -

← → ↻ 🏠 wcaisua.pa.gov/ol/AJ/PET/SSR50074.aspx ☆ 🔒 🔔

📄 LION - Home 📄 Internal UAT 📄 Workers' Compens... 📄 https://www.wcais... 📄 External UAT 📄 WCAIS Dev Home


**PA** pennsylvania **UAT-R3.8** CLAIRE EVANS (Attorney)  
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM 👍 Customer Service Center 🚪 Logout

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile Dashboard

All Matters Search... GO

## File Petition

Required fields are indicated by \*.

 There are some errors in the form below. Please correct the following error(s) before proceeding:

- In order to file a Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550) the following conditions must be met:
  - A Claim must already exist in WCAIS and be associated to this filing. A Claim is defined by the Employee, Employer and Date of injury.
  - An accepted Notice of Claim Against Uninsured Employer (LIBC-551) must be on file in WCAIS.
  - It must be 21 days or more since the Notice of Claim Against Uninsured Employer (LIBC-551) was accepted into WCAIS.
  - To file a Notice of Claim Against Uninsured Employer (LIBC-551) [click here](#). If you have any questions, contact the WCOA Resource Center at 1-844-237-6316 or email [WCOAResourceCenter@pa.gov](mailto:WCOAResourceCenter@pa.gov).

Select Petition Type:

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms.

Select Petition Type\*:  
Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550) ▼

Complete all required information on the tabs on the left.

**File Claim Petition:(LIBC-362)**

Required fields are indicated by \*:

1 **Attorney Appearance**

2 Claimant/Employee Information

3 Defendant/Employer Information

4 Insurer Information

5 Select Petition Type

6 Complete Injury Details

7 Complete Defendant/Employer Information

8 Add Additional Defendant/Employer

9 Seeking Payment

10 Certification

**Interested Parties:** Attorney

Please indicate which party you are filing the Petition on behalf of:

**NOTE:** If you associated a Claim, information on the first four tabs will automatically populate.

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- Select a manner of service for each party.
- Check the “I certify” checkbox and then click **Submit**.

OWN CENTER	Defendant/Employer		PO BOX 483, EPHRATA, PA 15834-0483		SELECT
MILLER, ESQ	Defendant's Attorney		15222-5402	wcais test@gmail.com	SELECT
INSURANCE COMPANY	Insurer		80198-8044	wcais test@gmail.com	SELECT
SERVICES INC	TPA		40512-4341		SELECT

Associated Recipients:

No Data Found

Additional Defendants:

Select All	Name	Type	Business Unit	Address	Email Address	Manner of Service
<input type="checkbox"/>	BAKERY LLC	Defendant/Employer		19014-1867		SELECT
<input type="checkbox"/>	ESQ	Defendant's Attorney		Philadelphia, PA 19148-2931	wcais test@gmail.com	N/A

In addition to the above, the following parties were served at the addresses listed below:

Spell Check

☐ I certify I will serve a copy of this Exhibit either by mail, hand delivery or electronically on all parties, as required by the Pennsylvania Workers' Compensation Act and applicable Rules and Regulations. This certification is subject to penalties for unsworn falsification to public authorities pursuant to 18 Pa. C.S. §4904.

Filed By: JASON BRABANT


Back Cancel **Submit**



Upon successful filing of a petition, a confirmation message will appear.

## File Petition Confirmation

[+Expand](#)

WCAIS Claim #: 

Claimant/Employee Name:

Defendant/Employer Name:

Claim Status: **No FROI**

Date of Injury: **4/28/2008**

[View Claim Summary](#)

**Thank you for your online submission of the Claim Petition (LIBC-362).**

**Your Confirmation Number is PET-2018082310000001**

Submitted by \_\_\_\_\_ on 8/23/2018 at 1:47 PM

You will receive a copy of the Claim Petition (LIBC-362) on your Dashboard for use to serve parties in the manner you selected as required by the Act or Judge's Rules.

Please click the print button to print the confirmation message for your records.

Print

Return To Dashboard

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The filing party will also receive a copy of the petition in the **Correspondence** grid on their dashboard to use to serve the other parties in the manner selected.

## Dashboard

**Alerts:**

Date	Alerts
No Data Found	

**Correspondence:**

Refresh

View Status	Document Type	Case #	Date Sent
	<u>Claim Petition</u>	_____	8/23/2018
	<u>Brief Proof of Service</u>	<u>DSP-</u> _____	8/23/2018
	<u>Exhibit Proof of Service</u>	<u>DSP-</u> _____	8/23/2018
	<u>Exhibit Proof of Service</u>	<u>DSP-</u> _____	8/23/2018
	<u>Withdrawal of Appearance</u>	_____	8/6/2018

1 2 3 4 5 6 7 8 9

**Quick Links**

- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#) **NEW**
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

**Additional Dashboard Items:**

My Claims ▾

Add Item

Search Correspondences

Once the petition is assigned, it can be viewed on the Petitions and Answers tab of the Dispute Summary.

## Dispute Summary

[+Expand](#)

WCAIS Claim #:

Claimant/Employee Name:

Defendant/Employer Name:

Claim Status: **No FROI**

Date of Injury: **4/28/2008**

[View Claim Summary](#)

Dispute: **DSP-**

**-2**

Status: **New Assignment**

[View Dispute Summary](#)

[General Information](#)

[Interested Parties & Associated Recipients](#)

**[Petitions and Answers](#)**

[Hearing Information](#)

[Mediation Information](#)

### Petition Information

Listed below are all submitted Petitions associated with this Dispute:

Select All	Petition Number	Filed By	Date Filed	Petition Assignment Date	Petition Type
<input type="checkbox"/>	<a href="#">PET-_____ -2-</a>		8/23/2018	8/24/2018	Claim Petition (LIBC-362)

[Enter Answer](#)

**NOTE:** If no claim is associated, it may take up to 24 business hours for the petition to be assigned.

# **MISCELLANEOUS TOPICS:**

## **Interactive Forms**

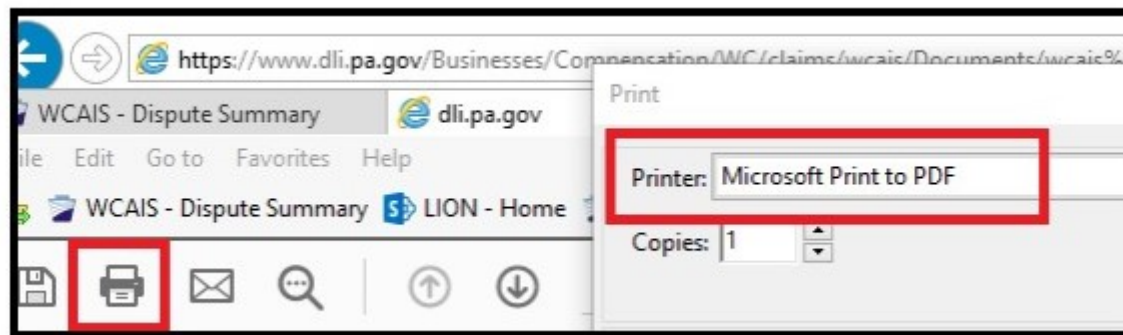
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If using the **Interactive** version of the form from the WCOA website as pictured below:

Quick Reference Guide to LIBC Forms									
WCOA									
WCOA Forms									
Form (LIBC) Number	Form Name	Program Area	Format	WCAIS Usage	Print (P)	Interactive (I)	Submission Method	Form must be sent to Claimant / Injured Worker (Y or N)	Revised form must be used by this date

You must print them to PDF first, before saving them and uploading them to WCAIS:



This ensures the information on the form is viewable when the decision circulates.

# Filing a Utilization Review Request

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A Utilization Review Request can be filed in two ways. The first way is from the **Healthcare Services Requests** tab of the **Claim Summary**. Click on the **File a new Utilization Review Request Form** button.

**Claim Summary - External** [+Expand](#)

WCAIS Claim #:   
 Claimant/Employee Name:   
 Defendant/Employer Name:   
 Claim Status: **Compensable**   
 Date of Injury: **6/15/2016**

**Claim History**   
 **Interested Parties**   
 **Injury Details**   
 **Dispute**   
 **Appeal Case Information**   
 **Benefits Information**   
 **SFR Application**   
 **Healthcare Services Requests**   
 **Payment History**   
 **Actions**   
 **Documents and Correspondence**   
 **EDI Transaction**

**Utilization Review Requests**

Utilization Review	Date Request Submitted	Utilization Review Status
UR-_____	8/21/2017	Closed
UR-_____	10/21/2019	Closed
UR-_____	2/4/2020	Closed
UR-_____	4/21/2020	Determination and Report Submitted

**Med Fee Review Requests**

Med Fee Review	Date Request Submitted	Med Fee Review Status
MF-_____	11/13/2017	Closed

**Impairment Rating Evaluation for Requests for Designation**

IRE RFD	Date Request Submitted	RFD Status
RFD-_____	12/19/2018	Face Sheet and Report submitted

**File a new Utilization Review Request Form**

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The second way is from the **Healthcare** dropdown on the Navigation Bar of the WCAIS Dashboard. Click **Utilization Review** and then **File an Application for Utilization Review**.

The screenshot shows the WCAIS Dashboard interface. At the top is a navigation bar with links: Search, Helpline, My Matters, WCAB, WCOA, **Healthcare** (highlighted with a red box), UEGF, and Profile. Below the navigation bar, the word "Dashboard" is displayed in large blue text. To the right of the dashboard title, a dropdown menu is open, showing options: Impairment Rating Examination (IRE), Med Fee Review, and **Utilization Review** (highlighted with a red box). To the right of the Utilization Review option, a list of actions is displayed: **File an Application for Utilization Review** (highlighted with a red box), Resume Application for Utilization Review, Resubmit Application for Utilization Review, Submit Insurer Response, and Withdraw UR Request. On the left side of the dashboard, there is an "Alerts:" section with a table. The table has two columns: "Date" and "Alerts". The first row of the table contains the text: "The Workers' Compensation Appeal Board: The Workers' Compensation Appeal Board is fully operating. However, hearings are cancelled (INCLUDING ERIE, JULY 7, 2020 AND PITTSBURGH)".

Date	Alerts
	<p><b>The Workers' Compensation Appeal Board:</b></p> <p>The Workers' Compensation Appeal Board is fully operating. However, hearings are cancelled (INCLUDING ERIE, JULY 7, 2020 AND PITTSBURGH)</p>



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Move through all of the tabs completing required fields, enter a Manner of Service for each party, check the “I certify” checkbox, and click **Submit**.

Certify: ☒ hereby certify that I am this day serving the foregoing documents upon the persons and in the manner indicated below, which service satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of the foregoing document.

**Certification**

Interested Parties:

Name 	Type	Business Unit	Address	Email Address	Manner of Service
	Claimant/Employee		Philadelphia, PA 19150-2010		SELECT ▼
	Claimant's Attorney		PA 19148-2931	wcais.test@gmail.com	N/A
	Defendant/Employer		PA 19103-6147		SELECT ▼
	Defendant's Attorney		19102	wcais.test@gmail.com	SELECT ▼
	TPA		PA 19102-9059	wcais.test@gmail.com	SELECT ▼

Associated Recipients:

No Data Found

Additional Defendants:

No Data Found

In addition to the above, the following parties were served at the addresses listed below:

Spell Check

Filed By: BRABANT, JASON

Back Cancel **Submit**

A confirmation message will appear when the Utilization Review Request has been filed successfully.

**Confirmation**

**You have successfully submitted the Utilization Review Request.**  
**Your Utilization Review Number is: UR-**

Submitted By      CLAIRE on 7/27/2020 at 2:08 PM

You will find a copy of the "Certification of UR Request" in WCAIS for use to serve parties by mail or e-mail or in person. Please return to the UR Request, at a later time, and this document will be located under the Documents and Correspondence tab.

Click [here](#) to view the Utilization Review Request information

Click the print button to print the confirmation message for your records.

Print

Return to Dashboard

# Filing a Med Fee Review Request

An Application for Med Fee Review can be filed from the **Healthcare** dropdown from the Navigation Bar on the WCAIS Dashboard. Select **Med Fee Review** and then **File an Application for Fee Review**.



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Move through all of the tabs completing required fields, enter a Manner of Service, check the “I certify” checkbox, and click **Submit**.

## Application For Fee Review

Required fields are indicated by \*.

You are currently preparing to request a Med Fee Review. [The instructions for filing the application are available for your review by clicking here.](#)

1 General Information

2 Medical Bill Information

3 Certification

### Certify

☒ I hereby certify that I am this day serving the foregoing documents upon the persons and in the manner indicated below, which service satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of the foregoing document.

### Party Billed

Name: **B.P. Insurance**

Type: **Insurer**

Address: **145 Spring Road,  
Carlisle, PA 17013**

Manner of Service\*: **In Person**

Date Mailed to Party Billed

If service is by mail and the address is different from the address above, then the service address must be indicated in the box below:

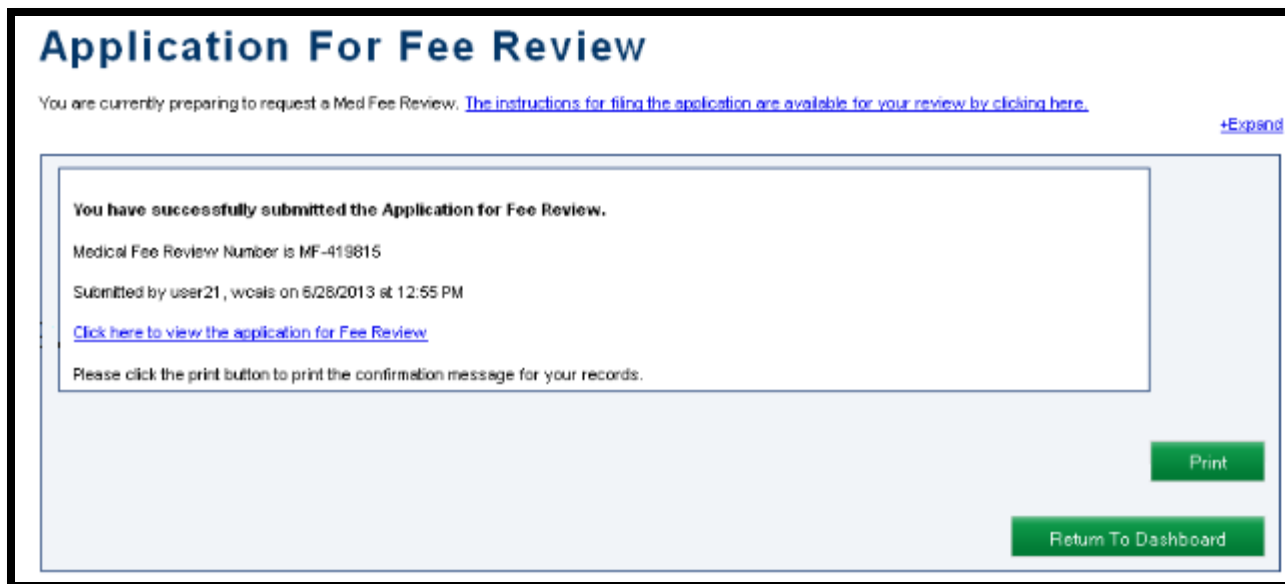
Once you successfully submit the Application for Fee Review, you will receive an electronic correspondence containing the application. You can use this correspondence for serving upon the person(s) indicated above.

Cancel

Back

Submit

A confirmation message will appear when the Application for Fee Review has been filed successfully.



**Application For Fee Review**

You are currently preparing to request a Med Fee Review. [The instructions for filing the application are available for your review by clicking here.](#) [+Expand](#)

**You have successfully submitted the Application for Fee Review.**

Medical Fee Review Number is MF-419815

Submitted by user21 , wcais on 5/28/2013 at 12:55 PM

[Click here to view the application for Fee Review](#)

Please click the print button to print the confirmation message for your records.

[Print](#)

[Return To Dashboard](#)

# Filing an Impairment Rating Evaluation Request

A Request for Designation of a Physician to Perform IRE can be filed from the **Healthcare** dropdown from the Navigation Bar on the WCAIS Dashboard. Select **Impairment Rating Examination (IRE)** and then **File a Request for Designation of a Physician to Perform IRE**.





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Complete the required fields, enter a Manner of Service for each party, check the “I certify” checkbox, and click **Submit**.


## Request for Designation of a Physician to Perform IRE

Required fields are indicated by \*:

You are currently preparing a request for designation of a Physician to perform an Impairment Rating Evaluation.

[The instructions for filing the request are available for you to review by clicking here.](#)

[+Expand](#)

WCAIS Claim #: 	Claimant/Employee Name:	Defendant/Employer Name:	Date of Injury: 9/9/2009
<a href="#">View Claim Summary</a>			


Compensable Injury\*:

Complete the certification information for all Interested Parties and Associated Recipients on the Claim to submit your application for designation of a Physician to Perform an IRE. Once submitted an IRE Physician will be assigned to your request.

☐ This is an Act 46 (firefighter cancer) claim

☐ I hereby certify that I am this day serving the foregoing documents upon the persons and in the manner indicated below, which service satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of the foregoing document.

Interested Parties:

Name 	Type	Business Unit	Address	Email Address	Manner of Service

A confirmation message will appear when the Request for Designation of a Physician to Perform IRE has been filed successfully.

## Confirmation

You have successfully submitted the Request for Designation of a Physician to Perform IRE.

Your Confirmation Number is RFD-30039

Submitted by \_\_\_\_\_ on 7/29/2020 at 7:58 AM

You will find a copy of the "Certification (IRE Request)" in WCAIS for use to serve parties by mail or e-mail or in person. Please return to the RFD, at a later time, and this document will be located under the Documents and Correspondence tab.

[Click here to review the request for designation](#)

Click the print button to print the confirmation message for your records.

Print

Return to Dashboard

# **MISCELLANEOUS TOPICS:**

## **Proof of Service Reminders**

**REMEMBER: WCAIS doesn't serve the other parties,  
the filing party does!**

§ 131.11. Filing, service and proof of service.

(d) Whenever a proof of service is required by this chapter, the proof of service must contain the following:

- (1) A statement of the date of service.
- (2) The names of the judge and others served.
- (3) The mailing address, the applicable zip code and the manner of service on the judge and others served, and, if applicable, the electronic address to which service was made.

# Attorney Comprehensive WCAIS Survival Guide

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Proof of Service documents can be found on the Dashboard in the Correspondence grid and...

Correspondence:			
<button>Refresh</button>			
View Status	Document Type	Case #	Date Sent
	<a href="#">On-line Appeal and Proof of Service</a>	<a href="#">APL-2020062510000001</a>	6/25/2020
	<a href="#">Subpoena Proof of Service</a>	<a href="#">DSP-7582034-1</a>	6/24/2020
	<a href="#">Request Proof of Service</a>	<a href="#">DSP-3361112-4</a>	6/15/2020
	<a href="#">Request Proof of Service</a>	<a href="#">DSP-3361112-4</a>	6/15/2020
	<a href="#">Request Proof of Service</a>	<a href="#">DSP-3361112-4</a>	6/15/2020
<div>1 2 3 4 5 6 7 8 9 10 ...</div>			

the Proof of Service(s) grid on the Documents and Correspondence tab of the Dispute Summary:

Proof of Service(s)			
Document Type	Generated Date	Generated Time	Filed By
<a href="#">Exhibit Proof of Service</a>	06/03/2020	11:06:27 AM	(Attorney)
<a href="#">Request Proof of Service</a>	06/01/2020	09:58:39 AM	(Attorney)
<a href="#">Request Proof of Service</a>	06/01/2020	09:54:12 AM	(Attorney)

# **MISCELLANEOUS TOPICS:**

## **Request Tip Sheet**

## Request Tip Sheet:

- **Conference Call Request:** To request a conference call (not a hearing) with the Judge.
- **Continuance Request:** To postpone or cancel a scheduled hearing or mediation.
- **Indefinite Postponement Request:** To place the entire Dispute into indefinite postponement status and is not to be used to request a postponement of a hearing, mediation, IME, or other activity during litigation.
- **Informal Conference:** To request a specific type of settlement conference authorized by Section 402.1 of the Act. This Request goes to the Judge Manager and not to the litigating Judge.
- **Interpreter Request:** To request an interpreter for a scheduled hearing or mediation.
- **Judge Reassignment:** To request reassignment of a Dispute to another Judge. Both the Judge and the Judge Manager must approve reassignment.
- **Miscellaneous Request:** To submit a request which doesn't fall into any other category.
- **Motion to Quash a Subpoena:** To request that a subpoena which has been issued not be enforced.
- **Objection Request:** To object to something in the Dispute, such as the scheduling of a deposition rather than live testimony by the witness.
- **Recusal Request:** To request the assigned Judge recuse from the Dispute.
- **Request a Hearing:** To request that a hearing be scheduled, for example, a C&R hearing.
- **Voluntary Mediation:** To request that a mediation be scheduled. This request can also be submitted on Claims without Disputes or without Disputes in litigation (Claim Summary, Disputes tab).
- **Withdrawal Petition Request:** To request that a petition be withdrawn. This is not a request to withdraw your appearance. Withdrawing appearance can be done by the attorney in WCAIS if there are no Disputes in litigation. If there are Disputes in litigation, a Miscellaneous Request must be submitted to seek permission from the assigned Judge.

# **MISCELLANEOUS TOPICS:**

## **Video Hearings and Mediations**



# ➤ Attorney Comprehensive WCAIS Survival Guide

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Most Judges have special procedures during the Governor's Emergency Declaration. Open the Judge's Questionnaire and click on the new "[Click here to view the Judge's Special Procedures During the Governor's Emergency Declaration due to COVID-19](#)" link.

**JUDGE NAME:** Abes, Eric

**JUDGE DISTRICT:** Western

## **JUDGE'S PROCEDURAL RULES AND POLICIES**

Workers' Compensation Automation and Integration System (WCAIS) is the official repository for all documents related to a Dispute (matter pending) before a Workers' Compensation Judge. All documents, including evidence and briefs, that would have been submitted to a Workers' Compensation Judge by mail or in person prior to WCAIS should now be uploaded into WCAIS. If Social Security numbers appear on any such document, the first five numbers should be redacted before the document is uploaded, unless otherwise specified below. Requests, such as Requests for Continuance and Subpoenas, should also be made through WCAIS.

[\*\*CLICK HERE TO VIEW THE JUDGE'S SPECIAL PROCEDURES DURING THE GOVERNOR'S EMERGENCY DECLARATION DUE TO COVID-19.\*\*](#)

1. What is the first pretrial conference?

**JUDGE NAME:** Eric D. Abes

**JUDGE DISTRICT:** Western

## **SPECIAL PROCEDURES DURING THE GOVERNOR'S EMERGENCY DECLARATION DUE TO COVID-19**

### **Special Procedures for Hearings:**

1. Counsel, parties, and witnesses will utilize the call-in number or "Join Skype Meeting" link.
2. It is counsel's responsibility to ensure their witnesses and clients know how to call in and do so on time. Counsel, please review the call-in procedure well in advance of the hearing.
3. Due to the inherent complexity of doing a full docket by phone, I will not be able to accommodate late arrivals. All hearings will end at the scheduled time.
4. Exhibits must be uploaded prior to the hearing.

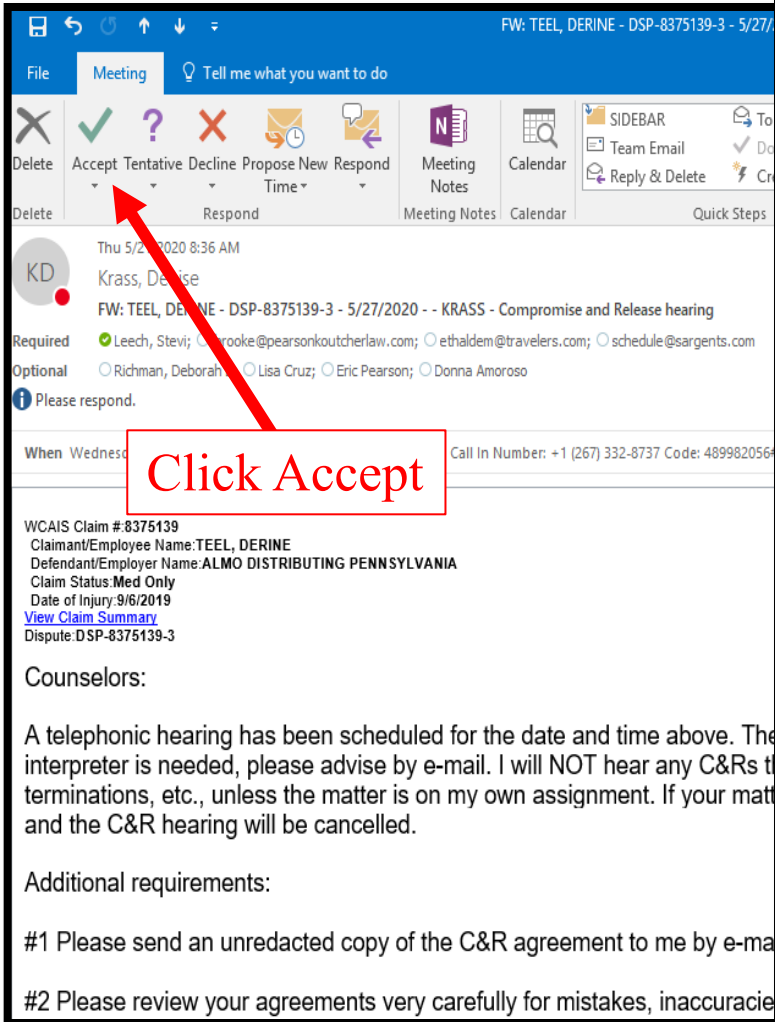
For more information on Judge Questionnaires and how to access them, view the Judges' Procedural Questionnaire section in this guide.

- When you receive the e-mail for a Skype or Webex hearing or mediation, click **Accept** to add it to your calendar.
- Make sure you click to **Send the Response Now** which will let the Judge know that you have received and accepted the invitation.
- Do NOT decline this invitation – you must request a continuance through WCAIS if you cannot attend!

# Attorney Comprehensive WCAIS Survival Guide

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## Sample e-mail invitations:



FW: TEEL, DERINE - DSP-8375139-3 - 5/27/2020

File Meeting Tell me what you want to do

Delete Accept Tentative Decline Propose New Respond

Meeting Notes Calendar

Thu 5/21/2020 8:36 AM

Krass, Derine

FW: TEEL, DERINE - DSP-8375139-3 - 5/27/2020 - - KRASS - Compromise and Release hearing

Required Leech, Stevi; krooke@pearsonkoutcherlaw.com; ethaldem@travelers.com; schedule@sargents.com

Optional Richman, Deborah; Lisa Cruz; Eric Pearson; Donna Amoroso

Please respond.

When Wednesday, May 13, 2020

Call In Number: +1 (267) 332-8737 Code: 489982056

WCAIS Claim #8375139  
Claimant/Employee Name: TEEL, DERINE  
Defendant/Employer Name: ALMO DISTRIBUTING PENNSYLVANIA  
Claim Status: Med Only  
Date of Injury: 9/6/2019  
[View Claim Summary](#)  
Dispute: DSP-8375139-3

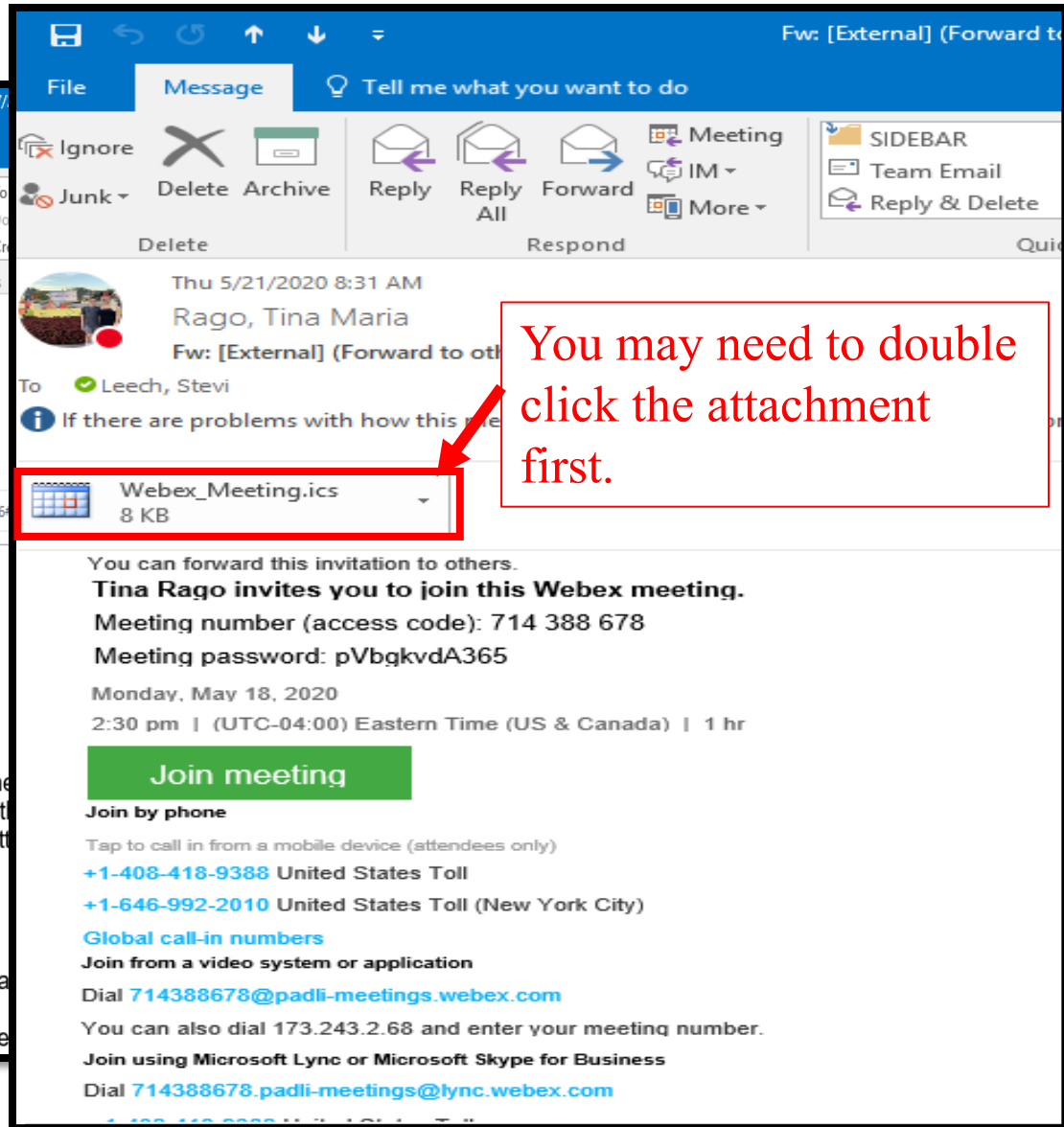
Counselors:

A telephonic hearing has been scheduled for the date and time above. The interpreter is needed, please advise by e-mail. I will NOT hear any C&Rs terminations, etc., unless the matter is on my own assignment. If your matter and the C&R hearing will be cancelled.

Additional requirements:

#1 Please send an unredacted copy of the C&R agreement to me by e-mail

#2 Please review your agreements very carefully for mistakes, inaccuracies



File Message Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward

Meeting IM More

SIDEBAR Team Email Reply & Delete

Thu 5/21/2020 8:31 AM

Rago, Tina Maria

Fw: [External] (Forward to other recipients)

To Leech, Stevi

If there are problems with how this message was received, click here.

Webex\_Meeting.ics 8 KB

You can forward this invitation to others.

**Tina Rago invites you to join this Webex meeting.**

Meeting number (access code): 714 388 678

Meeting password: pVbqkvdA365

Monday, May 18, 2020

2:30 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)

+1-408-418-9388 United States Toll

+1-646-992-2010 United States Toll (New York City)

Global call-in numbers

Join from a video system or application

Dial [714388678@padli-meetings.webex.com](mailto:714388678@padli-meetings.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [714388678.padli-meetings@lync.webex.com](mailto:714388678.padli-meetings@lync.webex.com)

- To participate by Audio *only* - use the call in number and code provided on the Notice and/or e-mail invitation.
- To participate by Video - click the **Join Meeting** link in the e-mail invitation. A download of the free version of Skype or Webex is required and you will automatically see the prompt for the download.
- Please test prior to the hearing or mediation!

# Attorney Comprehensive WCAIS Survival Guide

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Sample Links:

File Meeting Insert Format Text

Save & Delete Close

Accepted on 5/21/2020 8:55 AM.

Organizer: Krass, Denise

Subject: FW: - DSP

Location: Call In N

Start time: Wed 5/27/2020

End time: Wed 5/27/2020

Phone: 215-560-2488

**Join Skype Meeting**

Trouble Joining? [Try Skype Web App](#)

Join by phone

Toll number: +1 (267) 332-8737,,4899

[Find a local number](#)

Conference ID: 489982056

[Forgot your dial-in PIN?](#) | [Help](#)

Tina Rago invites you to join this Webex meeting.

Meeting number (a)

Meeting password:

Friday, May 22, 2020

10:00 am | (UTC-04)

**Join meeting**

Join by phone

Tap to call in from a mobile phone

+1-408-418-9388 United States Toll

+1-646-992-2010 United Kingdom Toll

File Meeting Tell me what you want to do

Delete Accept Tentative Decline Propose New Time Respond

Meeting Notes Calendar

When Monday, May 18, 2020 2:30 PM-3:30 PM Location <https://padli-meetings.webex.com/padli-meetings/j.php?MTID=m3f54fee753fb17b8ad1cb06258fd6406>

Meeting number (access code): 714 388 678

Meeting password: pVbgkvdA365

JOIN BY PHONE

+1-408-418-9388 United States Toll

Tap here to call (mobile phones only, hosts not supported): [tel:%2B1-408-418-9388,\\*01\\*714388678%23%23\\*01\\*](tel:%2B1-408-418-9388,*01*714388678%23%23*01*)

+1-646-992-2010 United States Toll (New York City)

Tap here to call (mobile phones only, hosts not supported): [tel:%2B1-646-992-2010,\\*01\\*714388678%23%23\\*01\\*](tel:%2B1-646-992-2010,*01*714388678%23%23*01*)

Global call-in numbers

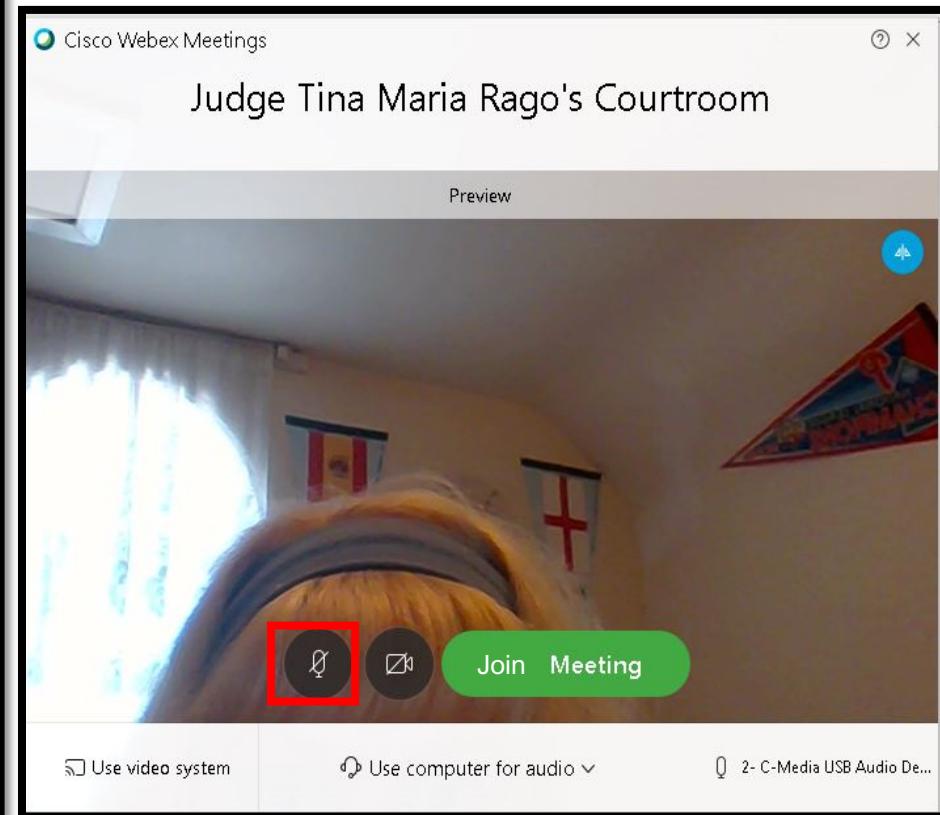
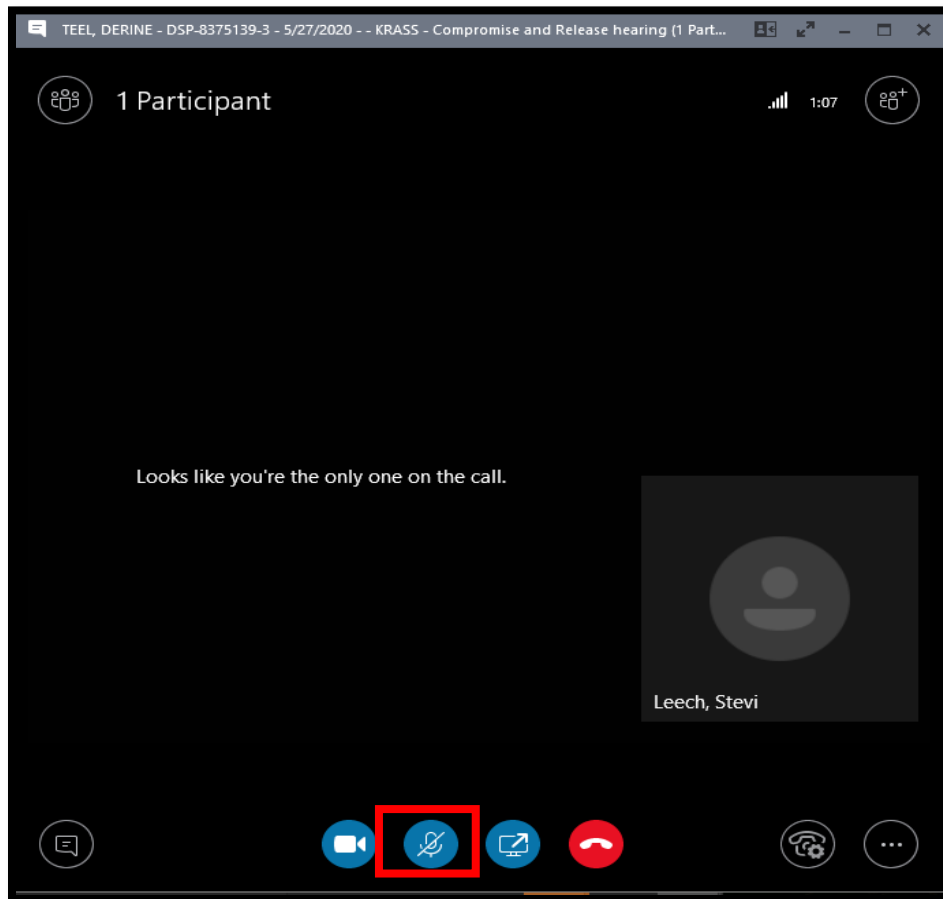
<https://padli-meetings.webex.com/padli-meetings/globalcallin.php?MTID=m8048d83b0e029e5785d7045d3eddc4ec>

- When you join the hearing, check your **mute button**!
- To mute/unmute, just click the microphone icon.
- Keep your line muted while you're not speaking to avoid unnecessary background noise.

# Attorney Comprehensive WCAIS Survival Guide

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Microphone icon:

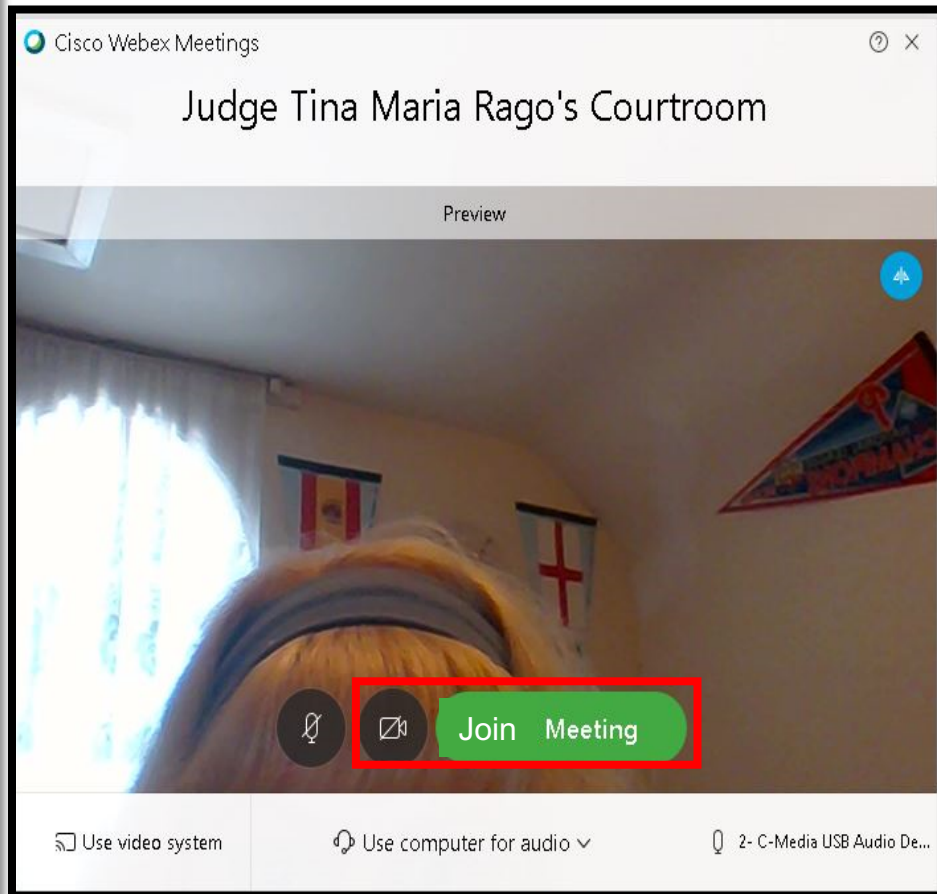
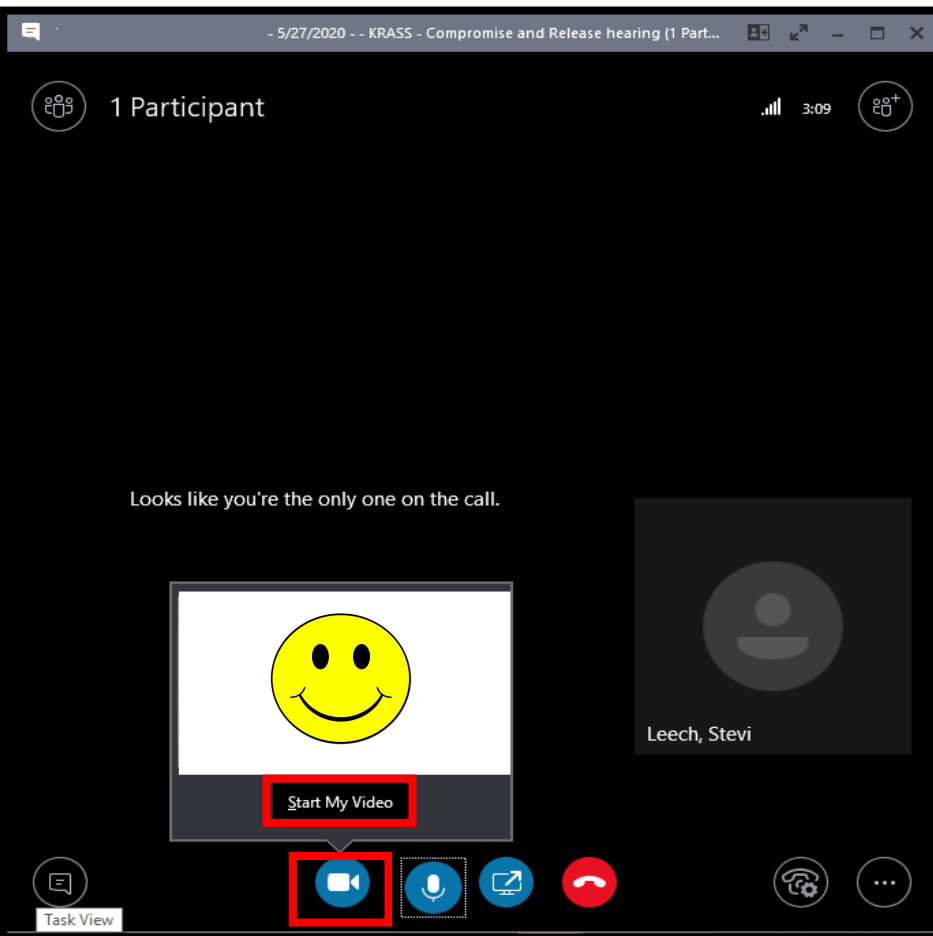




# Attorney Comprehensive WCAIS Survival Guide

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To share your video, so the participants can see your face, click the camcorder icon and then **Start my Video**.



For instructions on how to connect with the Judge, look for the **Special Instructions** on the event notice.

NOTICE OF HEARING		DATE OF NOTICE: 06/19/2020
WCAIS CLAIM NUMBER:	DATE: 07/21/2020	
DISPUTE NUMBER: DSP- -1	TIME: 09:00 AM	
CLAIMANT WCID NUMBER: W	DURATION: 1 Hour	
INSURER CLAIM NUMBER: 37321-	LOCATION:	
INJURY DATE: 08/31/2019	Pittsburgh Field Office	
PETITIONS:	Hearing Room F	
Petition To/For (LIBC-378) Modify Compensation Benefits	411 7th Ave	
(Reduce/increase amount of Workers' Compensation)	Rm 310	
Petition To/For (LIBC-378) Suspend Compensation Benefits	Pittsburgh, PA 15219-1919	
ASSIGNMENT WCAIS COUNTY: Allegheny	ADJUDICATING JUDGE: Eric Abes	
PARTIES:	<b>SPECIAL INSTRUCTIONS:</b>	
	HEARING WILL BE CONDUCTED BY TELEPHONE. PLEASE	
	USE THE BELOW TELEPHONE NUMBER TO CALL IN.	
PITTSBURGH, PA 15235	+1 267-332-8737 (Dial-in Number)	
	Conference ID: 826366107#	
SEVEN FIELDS, PA 16046-4343	PLEASE SEND ALL CORRESPONDENCES TO:	
vs	411 7th Ave	
	Rm 310	
Pittsburgh, PA 15213-3236	Pittsburgh, PA 15219-1919	
	All proceedings are covered by the special rules of Administrative	
PITTSBURGH, PA 15219-4411	Practice & Procedure Before Judges 34 PA. Code, Chapter 131.	
	Compliance with all rules as published will be expected of all	
	parties.	
PITTSBURGH, PA 15230-2971	<b>VOLUNTARY MEDIATION:</b>	
	To request a voluntary mediation conference by a Judge, submit the	
	request online at <a href="http://www.wcais.pa.gov">www.wcais.pa.gov</a> , or contact the Judge, or the	
	office of any of the Judges listed on the website, <a href="http://www.dli.pa.gov">www.dli.pa.gov</a> .	

NOTICE OF HEARING CHANGE		DATE OF NOTICE: 07/16/2020
WCAIS CLAIM NUMBER:	ORIGINAL DATE: 07/22/2020	
DISPUTE NUMBER: DSP. -2	ORIGINAL TIME: 08:30 AM	
CLAIMANT WCID NUMBER: W	ORIGINAL DURATION: 1 Hour	
INSURER CLAIM NUMBER:	ORIGINAL LOCATION:	
INJURY DATE: 07/14/2018	WCOA Easton Hearing Site	
PETITIONS:	Northampton Co. Courthouse, Courtroom 7	
Claim Petition (LIBC-362)	669 Washington St	
ASSIGNMENT WCAIS COUNTY: Northampton, South	Easton, PA 18042-7411	
PARTIES:	ORIGINAL ADJUDICATING JUDGE: Patricia Bachman	
	PLEASE NOTE THE NEW EVENT DETAILS:	
NORTHAMPTON, PA 18067	NEW DATE: 07/22/2020	
	NEW TIME: 08:30 AM	
Allentown, PA 18102-1393	NEW DURATION: 1 Hour	
vs	NEW LOCATION:	
	WCOA Easton Hearing Site	
Bethlehem, PA 18017-8614	Northampton Co. Courthouse, Courtroom 7	
	669 Washington St	
Pittsburgh, PA 15219-1942	Easton, PA 18042-7411	
	ADJUDICATING JUDGE: Patricia Bachman	
LEXINGTON, KY 40512-4519	<b>SPECIAL INSTRUCTIONS:</b>	
	CLAIMANT'S TESTIMONY-Please provide Claimant with	
	Skype link and call-in information.	
	Join by phone: 1-267-332-8737,,690319183#	
	HEARING BY VIDEO CONFERENCE ONLY-DISREGARD	
	LOCATION/ROOM	
	PLEASE SEND ALL CORRESPONDENCES TO:	
	7248 Tilghman St	
	Ste 150	
	Allentown, PA 18106-0255	

# **MISCELLANEOUS TOPICS:**

## **Using Mobile Devices for WCAIS**

## ACCESS WCAIS FROM YOUR MOBILE DEVICE!

- Access your claims and disputes
- View status and/or details about Requests, Petitions, Answers, etc.
- View Correspondence
- View your calendar of events
- Add events to your *personal* calendar on your mobile device
- and more...

**[www.wcais.pa.gov/mobile](http://www.wcais.pa.gov/mobile)**

**NOTE:** If you experience issues viewing a Word document when using the mobile application, particularly using an iOS device, you may wish to download the Microsoft Word application from the App Store.

# **Using Mobile Devices for WCAIS**

## **My Events**

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When the attorney logs into WCAIS from the mobile device, the attorney's calendar of events is displayed and defaults to the **Day** view. The calendar includes Hearings, Mediations, and Brief Due Dates.


The screenshot displays the WCAIS mobile application interface. At the top, a dark blue header bar contains the system name "Workers' Compensation Automation and Integration System" and a search bar labeled "Search My Matters". Below the header, the main content area shows a calendar for "July 15, 2020". The "Day" view is selected and highlighted with a red box. The calendar grid shows events for the day of Wednesday, July 15. The events are as follows:

Time	Event Details
9:30am - 9:35am	HENRY / NATIONAL INC Judge
9:30am - 9:35am	HENRY / Inc. Judge Rago
11:00am - 11:30am	TERESA J / City of Philadelphia Judge Beach
11:30am - 12:15pm	DALLAS / SPECIAL CARE Judge San Angelo
1:00pm - 1:30pm	AMINATA / Mushrooms Judge Hakim
1:00pm - 2:00pm	GRACE / INC # Judge Ponirski

At the bottom of the screen, there is a navigation bar with icons for "My Events", "Inbox", "My Matters", "Requests", and "Petitions".

# ▶ Attorney Comprehensive WCAIS Survival Guide

The Attorney can change the default view by clicking the **Week** view or...

Workers' Compensation Automation and Integration System

Search My Matters

DayWeekMonth

13 Jul 2020 - 17 Jul 2020

Today◀▶

	July, Mon 13	July, Tue 14	July, Wed 15	July, Thu 16	July, Fri 17
Briefs	ERIC /			BERNARD / SPS	
7am					
8am					
9am					
10am		9:30am - 9:45am GAIL C / City of	9:30am - 9:35am SIC	9:30am - 9:35am HENRY /	9:30am - 9:35am Ramon R / US
11am		10:15am - 10:30am PAMELA / Courtyard	11:00am - 11:30am DITINGER, TERESA / City of		

My Events

Inbox

My Matters

Requests

Petitions

by clicking the **Month** view:


The screenshot displays the Workers' Compensation Automation and Integration System (WCAIS) interface. The top navigation bar includes the system name and a search bar labeled "Search My Matters". Below the navigation bar, there are tabs for "Day", "Week", and "Month", with the "Month" tab selected and highlighted by a red box. To the right of the tabs is a calendar icon. The main content area shows a monthly calendar for June 2020, with days of the week as columns and dates as rows. Each date cell contains a list of matters, each represented by a colored bar with a time slot, a name, and a company/department. For example, on Monday, June 1st, there is a matter at 12pm for Michael / The Franklin. On Tuesday, June 2nd, there are matters at 9am for Small / Service and Dana / Construction. The interface also includes a "Today" button and navigation arrows for the calendar.

Monday	Tuesday	Wednesday	Thursday	Friday
01 • 12pm , MICHAEL / THE FRANKLIN	02 • 9am SMALL, / SERVICE • 9am , DANA / CONSTRUCTION	03 • 1pm , DELORES / Care System • 2pm MCCOY, / STORE 1	04 • 9am , THOMAS / OPER	05 • 9am , David / TRANSP • 9am , David / TRANSP • 10am HEATHER / TRANSIT
08 • 9am JONES, LINDA / Thomas • 10am , GAIL J / DRESS	09 • JAMES / ENVIRONMENTAL • TY J. / C AND V • 9am SMALL, / SERVICE • 9am , WILLIAM N / Tr • 10am , THOMAS / OPE	10 • AMANDA / AUTOMOTIVE • 9am , JAMES / • 9am Miller, / ROW SQUA • 10am , Tara / AIRLINE • 11am , JANET / ASS	11 • 9am , DANA / CONSTRUCTION RESO • 10am , JOY / City of • 10am , JENNIFER / BORN	12
15 • 10am WADE / SP IN	16 • 9am , TEDDY / STAFF • 9am MILLER, / Health Mar	17 • 9am , PHYLLIS / CONSTRU • 10am , Jerry / Resources fo • 1pm , JAMES / Med • 2pm / LOOK LLC	18 • 10am , Michael / Excava	19
22	23	24	25	26



# ▶ Attorney Comprehensive WCAIS Survival Guide

The Attorney can also click through future and past dates by clicking the left and right arrows. Click the **Today** button to get to today's date quickly.

Workers' Compensation Automation and Integration System

Search My Matters

DayWeekMonth

June 2020

Today◀▶

Monday	Tuesday	Wednesday	Thursday	Friday
01 • 12pm , MICHAEL / THE FRANKL	02 • 9am SMALL, / / SERVIC • 9am , DANA / CONSTRUCTION	03 • 1pm , DELORES / Care System • 2pm MCCOY, / / STORE 1	04 • 9am , THOMAS / OPER	05 • 9am , David / TRANSP • 9am , David / TRANSP • 10am HEATHER / TRANSIT
08 • 9am JONES, LINDA / Thomas • 10am , GAIL J / DRESS	09 • JAMES / ENVIRONMENTAL • TY J. / C AND V • 9am SMALL, / / SERVIC • 9am , WILLIAM N / Ir • 10am , THOMAS / OPE	10 • AMANDA / AUTOMOTIVE • 9am , JAMES / • 9am Miller, / / ROW SQUA • 10am , Tara / AIRLINE • 11am , JANET / ASS	11 • 9am , DANA / CONSTRUCTION RESO • 10am , JOY / City of • 10am , JENNIFER / BORN	12
15 • 10am WADE / SP IN	16 • 9am , TEDDY / . STAFF • 9am MILLER, / / Health Mar	17 • 9am , PHYLLIS / CONSTRU • 10am , Jerry / Resources fo • 1pm , JAMES / Me • 2pm / / LOCK LLC	18 • 10am , Michael / Excava	19
22	23	24	25	26

# ➤ Attorney Comprehensive WCAIS Survival Guide

Event color key:

First Hearing

Mandatory Mediation

WCAB Brief

WCOA Brief

Conference Call

Hearing

Voluntary Mediation

Hearing

6/3/2020 | 3:00PM - 3:20PM

Canceled

When the Attorney double-clicks an event on the calendar, a pop-up will appear that allows the Attorney to add the event to their calendar.

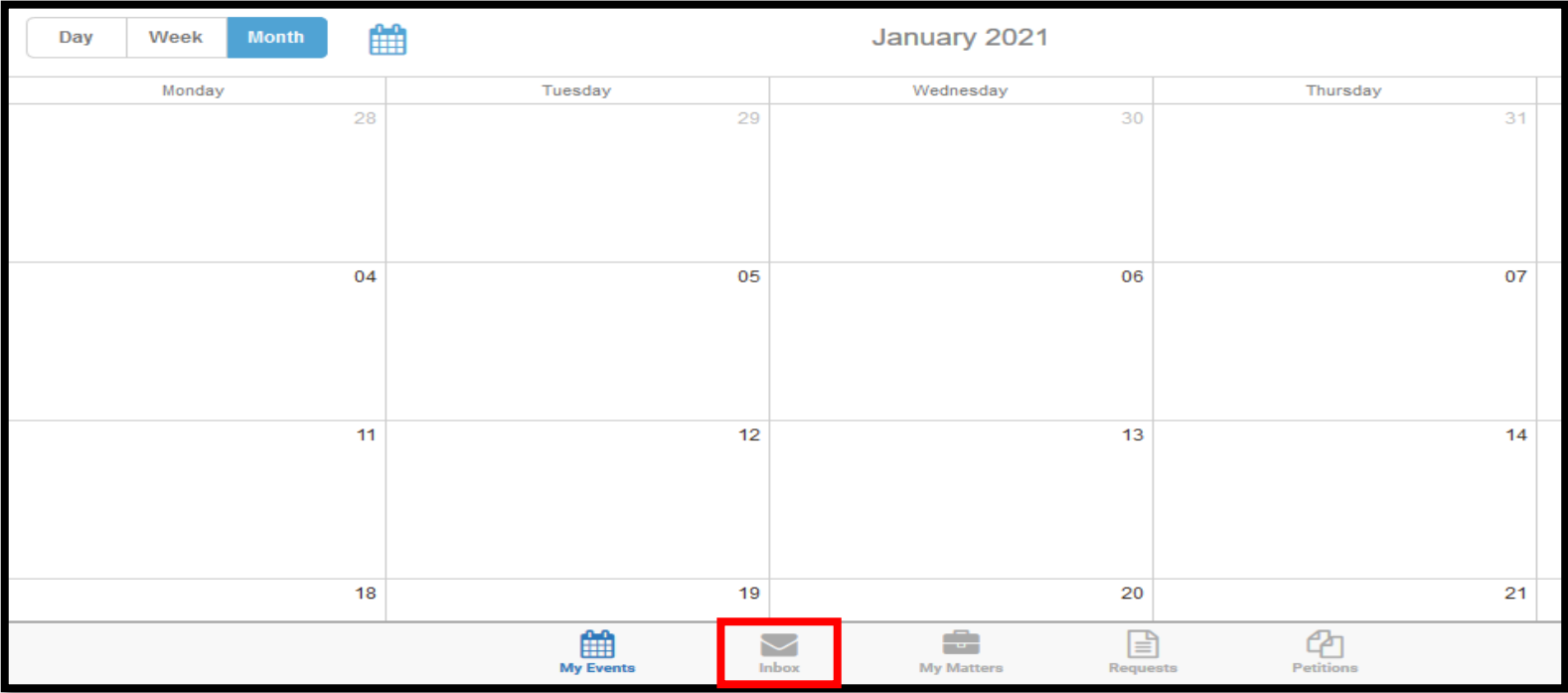


# **Using Mobile Devices for WCAIS**

## **Inbox**

# Attorney Comprehensive WCAIS Survival Guide

The Inbox icon on the Attorney’s mobile calendar will take the Attorney to their list of recently generated correspondences.



# Attorney Comprehensive WCAIS Survival Guide

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From the Attorney's list of recently generated correspondences, clicking on the link in the Document column will load the selected correspondence.

Inbox					
(0 unread in last 7 days)					
Claimant / Defendant		Document	Case Number	Date Sent	
●	WARD /	INC	<a href="#">Request Proof of Service</a>	DSP-I -1	06/22/2020
●	WARD /	INC	<a href="#">Request Proof of Service</a>	DSP- -1	06/19/2020
●	WARD /	INC	<a href="#">Request Proof of Service</a>	DSP- -1	06/18/2020
●	WARD /	INC	<a href="#">Request Proof of Service</a>	DSP- -1	06/18/2020
●	WARD /	INC	<a href="#">Request Proof of Service</a>	DSP- -1	06/18/2020
●	AMY /	HOTEL COMPANY	<a href="#">Request for Entry of Appearance</a>		06/18/2020
●	ADRIANA /	GROUP INC	<a href="#">Request for Entry of Appearance</a>		06/18/2020
●	SHELLY /		<a href="#">Request for Entry of Appearance</a>		06/18/2020
●	DANIEL /	COMMONWEALTH OF PA	<a href="#">Request for Entry of Appearance</a>		06/18/2020
●	DONALD /	PACKING CO INC	<a href="#">Request for Entry of Appearance</a>		06/18/2020
●	UNDERWOOD /	COMM. OF PA - BWC LEGAL	<a href="#">Request for Entry of Appearance</a>		06/18/2020
<div> My Events</div> <div> Inbox</div> <div> My Matters</div> <div> Requests</div> <div> Petitions</div>					

Inbox						
( 0 unread in last 7 days)						
Claimant / Defendant			Document	Case Number		Date Sent
●	WARD /	INC	Request Proof of Service	DSP-I	-1	06/22/2020
●	WARD /	INC	Request Proof of Service	DSP-	-1	06/19/2020
●	WARD /	INC	Request Proof of Service	DSP-	-1	06/18/2020
●	WARD /	INC	Request Proof of Service	DSP-	-1	06/18/2020
●	WARD /	INC	Request Proof of Service	DSP-	-1	06/18/2020
●	AMY /	HOTEL COMPANY	Request for Entry of Appearance			06/18/2020
●	ADRIANA /	GROUP INC	Request for Entry of Appearance			06/18/2020
●	SHELLY /		Request for Entry of Appearance			06/18/2020
●	DANIEL /	COMMONWEALTH OF PA	Request for Entry of Appearance			06/18/2020
●	DONALD /	PACKING CO INC	Request for Entry of Appearance			06/18/2020
●	UNDERWOOD /	COMM. OF PA - BWC LEGAL	Request for Entry of Appearance			06/18/2020

# Attorney Comprehensive WCAIS Survival Guide

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A number of different filtering parameters will appear for the Attorney to use.

persa

Date Range

mm / dd / yyyy to mm / dd / yyyy

☐ Show unread messages only

Document Types

WCOA

☐ All ☐ Administrative Appeal Assignment Notice

☐ Answer Proof of Service ☐ Assignment Notice

☐ Brief Schedule Correspondence ☐ Cancellation Notice

☐ Event Rescheduling Notice ☐ Exhibit Proof of Service

☐ Hearing Notice ☐ Judge Communication

☐ Judge's Decision ☐ Med Fee Assignment Notice

[<View Others>](#)

WCAB

☐ All ☐ Acknowledgement Letter (Petition)

☐ Amended Hearing notice ☐ Appeal Acknowledgement Letter

☐ Appeal Rejection Letter - Commonwealth Court ☐ Appeal Rejection Letter - Other

☐ Appeal Rejection Letter - Supreme Court ☐ Appeal Rejection Letter - Unemployment Compensation

☐ Brief Extension Approval and Revised Brief Schedule ☐ Cancellation of Hearing Letter



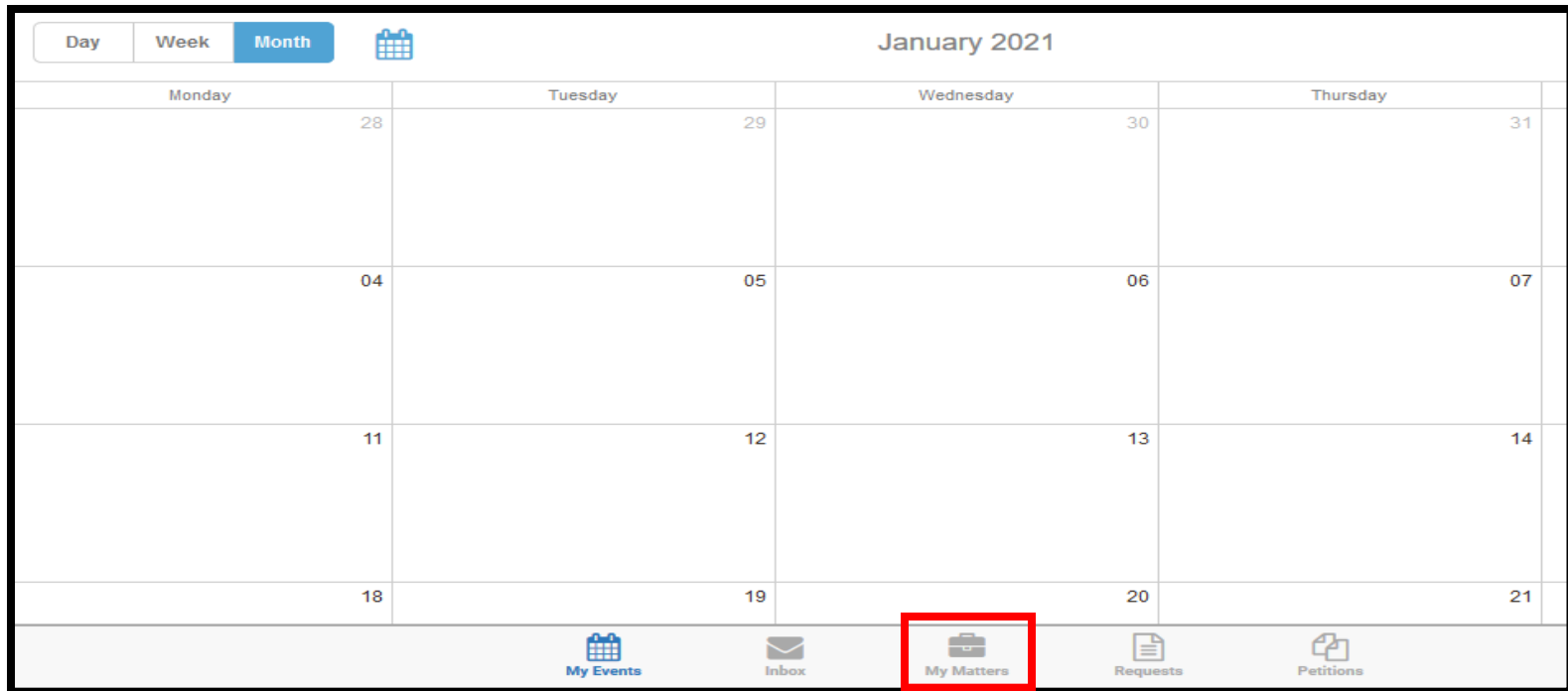
# **Using Mobile Devices for WCAIS**

## **My Matters**

# ➤ Attorney Comprehensive WCAIS Survival Guide

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The My Matters icon on the Attorney's mobile calendar will take the Attorney to their list of matters.



# Attorney Comprehensive WCAIS Survival Guide

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My Matters lists all of the Attorney's matters and can be sorted by Claimant's Last Name and other parameters.

The screenshot displays the 'My Matters' web application interface. At the top, a blue header bar contains the title 'My Matters' and a sub-header 'Results for: All Open Matters (2488 results)'. Below the header, the interface is divided into three main sections: a left sidebar for filtering, a top right sorting area, and a central list of matters.

**Filter your results:** A checkbox labeled 'Show closed' is present. Below this, the 'MATTER TYPE' section lists various categories with checkboxes: 'All (2488)' (checked), 'Claim (1615)', 'Med Fee Request (336)', 'Appeal Case (17)', 'Dispute (168)', 'UR Request (133)', 'IRE Designation (209)', and 'WCAB Petition (10)'. A 'STATUS' section with a right-pointing arrow is also visible. At the bottom of the sidebar, a 'File Date Range' section includes two input fields for 'mm / dd / yyyy' separated by 'to'.

**Sort by:** A dropdown menu in the top right corner is set to 'Last Name', with a red box highlighting it. A small icon with a downward arrow and a list symbol is next to the dropdown.

**Matters List:** The central area displays a list of matters, each with a blue 'IRE Designation' label, a name, and a status. The visible entries are:

- ADDES**: RFD- Incomplete Pre Act 111 <View More>
- ALWIN**: RFD- Face Sheet and Report submitted <View More>
- ANDRZE**: RFD- Incomplete Pre Act 111 <View More>
- ARDING**: RFD- Face Sheet and Report submitted <View More>
- ARTEM**: (partially visible)

**Footer:** A navigation bar at the bottom contains icons and labels for 'My Events', 'Inbox', 'My Matters' (highlighted), 'Requests', and 'Petitions'.

# Attorney Comprehensive WCAIS Survival Guide

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The Attorney can filter the matters using a number of different parameters in the left menu.

Clicking the link in the case caption will take the Attorney to that particular matter.

The screenshot displays the 'My Matters' web application interface. On the left, a sidebar titled 'Filter your results:' contains a 'MATTER TYPE' section with several checkboxes. The 'Dispute (168)' option is selected and highlighted with a red box. Other options include 'All (2488)', 'Claim (1615)', 'Med Fee Request (336)', 'Appeal Case (17)', 'UR Request (133)', 'IRE Designation (209)', and 'WCAB Petition (10)'. Below this is a 'STATUS' section and a 'File Date Range' section. The main content area shows a list of cases, each with a 'Dispute' label, a case name, a 'DSP-' status, a count, and a 'In Litigation' or 'Waiting For Decision' status. The first case, 'WILLIAM / , Inc.', is highlighted with a red box. The bottom of the screen features a navigation bar with icons for 'My Events', 'Inbox', 'My Matters', 'Requests', and 'Petitions'. The URL 'http://gov/dli/WCOA/SitePages/Home.aspx' is visible in the bottom left corner.

**My Matters**

Results for: All Open Matters (168 results)

Filter your results: ☐ Show closed

**MATTER TYPE** ▼

- ☐ All (2488)
- ☐ Claim (1615)
- ☐ Med Fee Request (336)
- ☐ Appeal Case (17)
- ☒ **Dispute (168)**
- ☐ UR Request (133)
- ☐ IRE Designation (209)
- ☐ WCAB Petition (10)

**STATUS** ➤

File Date Range

mm / dd / yyyy to mm / dd / yyyy

Sort by: Last Name ▼

Case Name	Status	Count	Current Status	Action
<b>WILLIAM / , Inc.</b>	DSP-	-1	In Litigation	<a href="#">View More</a>
<b>ALLEN /</b>	DSP-	-1	Waiting For Decision	<a href="#">View More</a>
<b>ANTHONY / Associates</b>	DSP-	-3	Waiting For Decision	<a href="#">View More</a>
<b>Emily / SERVICES INC</b>	DSP-	-1	In Litigation	<a href="#">View More</a>
<b>ALLISON / LLC</b>				

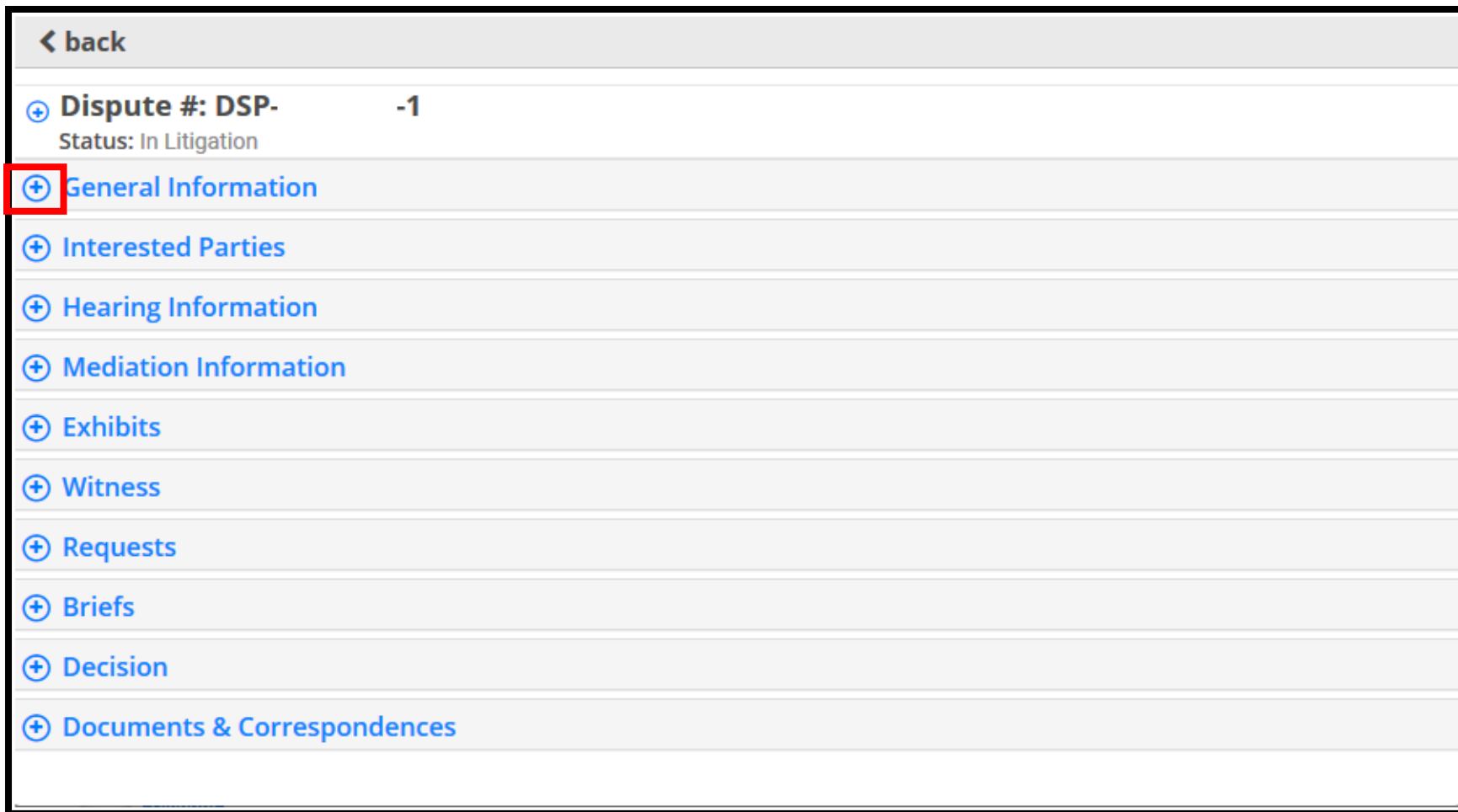
My Events Inbox My Matters Requests Petitions

gov/dli/WCOA/SitePages/Home.aspx

# ➤ Attorney Comprehensive WCAIS Survival Guide

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From the selected matter, clicking the + sign next to each line item will expand that section to show the same information the Attorney sees in the desktop version of WCAIS.



The screenshot displays a user interface for a legal case management system. At the top, there is a grey header bar with a left-pointing arrow and the text "< back". Below this, the main content area has a light grey background. The first section is titled "Dispute #: DSP-" followed by "-1" on the right. Below this title, the text "Status: In Litigation" is displayed. A list of expandable sections follows, each with a blue plus sign in a circle icon to its left. The first item, "General Information", is highlighted with a red rectangular box. The other items in the list are "Interested Parties", "Hearing Information", "Mediation Information", "Exhibits", "Witness", "Requests", "Briefs", "Decision", and "Documents & Correspondences".

< back

⊕ Dispute #: DSP- -1  
Status: In Litigation

⊕ General Information

⊕ Interested Parties

⊕ Hearing Information

⊕ Mediation Information

⊕ Exhibits

⊕ Witness

⊕ Requests

⊕ Briefs

⊕ Decision

⊕ Documents & Correspondences

# Attorney Comprehensive WCAIS Survival Guide

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**Dispute #: DSP-** -1  
Status: Waiting For Decision

**General Information**

**Interested Parties**

**Petitions & Answers**

Petition Information

Petition Number	Filed By	Date Filed
PET-8210115-1-1	URENA, REBECCA L	6/21/2019

**Hearing Information**

**Mediation Information**

**Exhibits**

Exhibits

Exhibit Number	Exhibit Name	Date Offered
C	C-1 - Deposition of Claimant	3/11/2020
C	C-2 - UR Response of Dr. Anand	3/11/2020
C	C-3 - CFA	3/11/2020
C	C-4 - Litigation Costs	3/11/2020
D	D-3	2/14/2020
D	D-4	2/14/2020
D--01	Amended NTCP	7/25/2019
D--02	UR Determination Face	7/25/2019

Supersedeas Exhibits  
No Data Found

**Witness**

**Requests**

Request History  
No Data Found

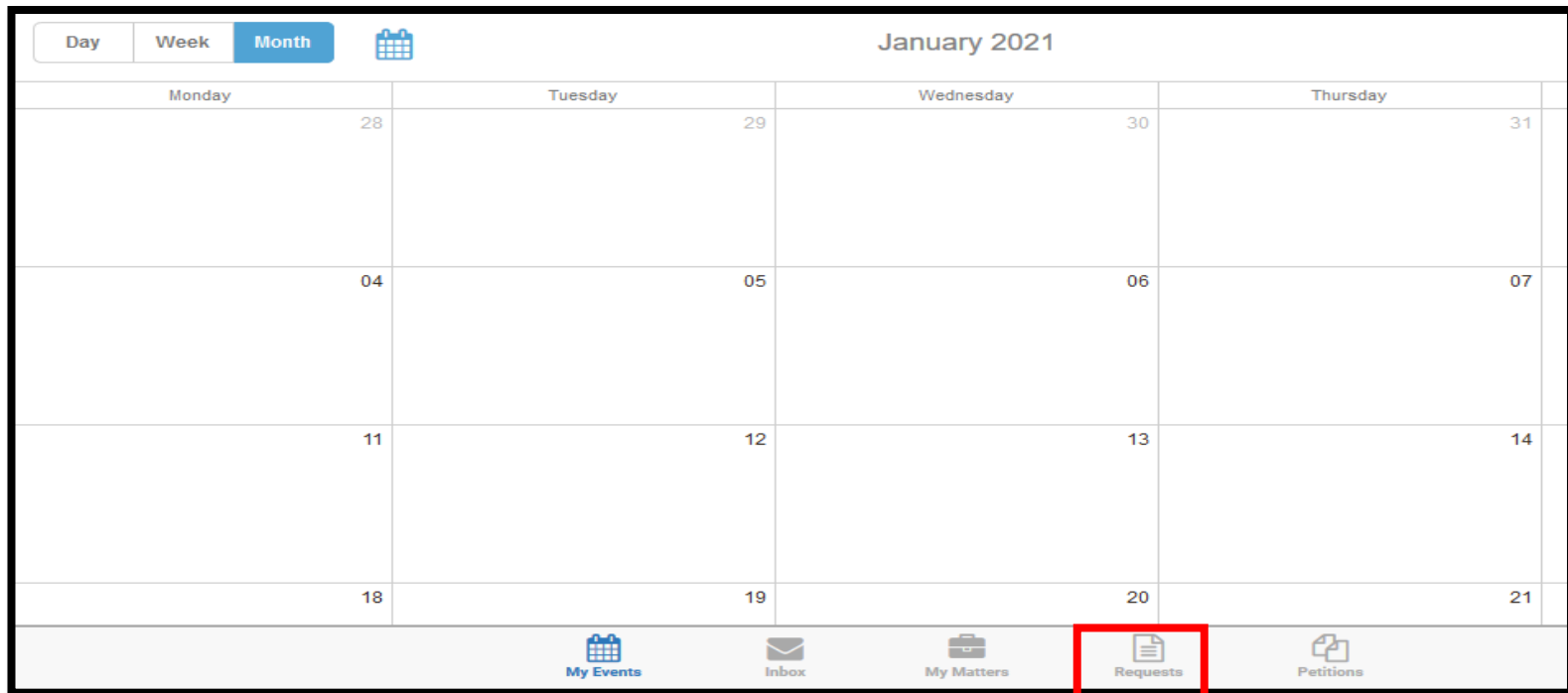
The Attorney can submit and/or view Petitions, Answers, Exhibits, Requests, Letters to the Judge, etc.

# **Using Mobile Devices for WCAIS Requests**

# ➤ Attorney Comprehensive WCAIS Survival Guide

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The Requests icon on the Attorney's mobile calendar will take the Attorney to a list of Requests submitted on their matters.





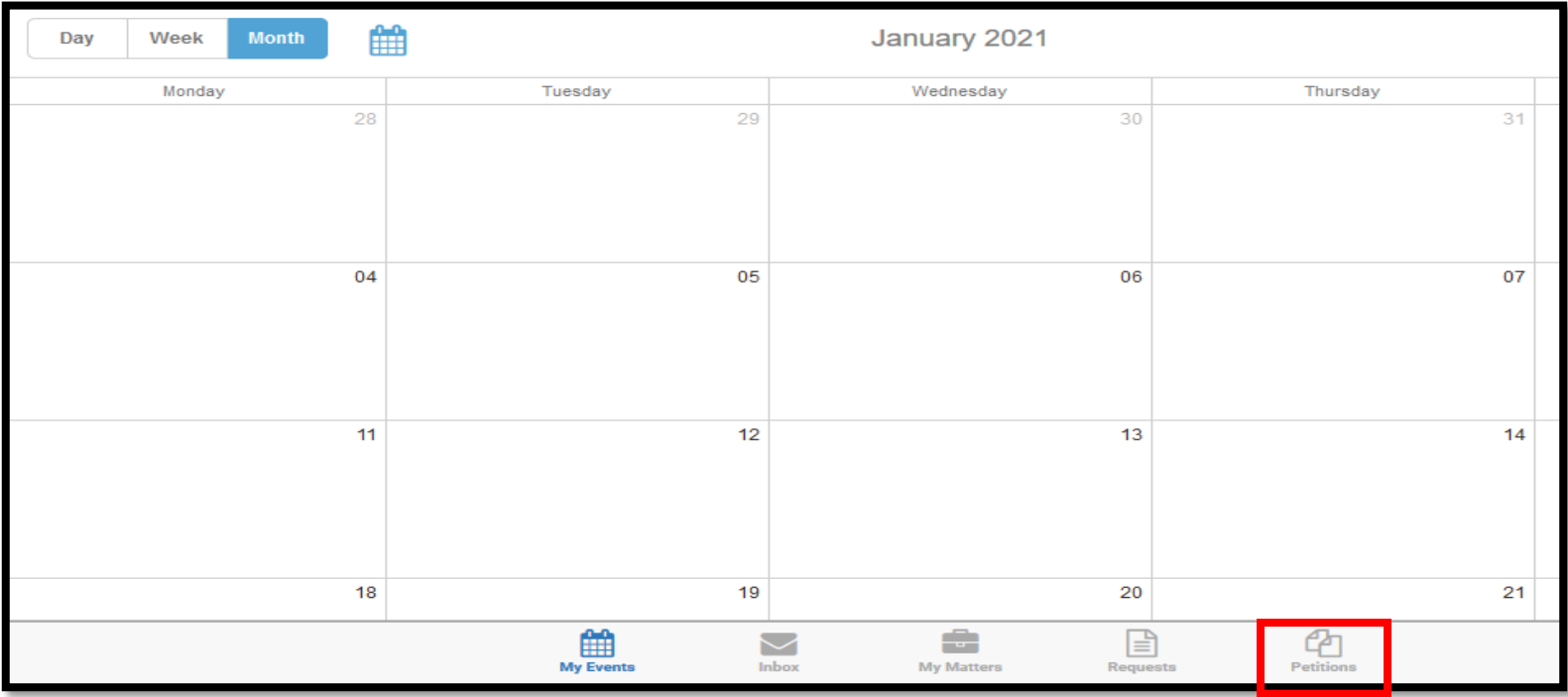
My Requests <span>Filter</span>								
Results for: WCOA Requests (6966 results)								
Claimant / Defendant		Dispute Number	Status	Request Type	Submitted Date	Filed By	Last Updated	
TERRY /	INC	DSP-1	Pending	Interpreter Request	06/22/2020	ESQ., REBECCA	06/22/2020	
TERRY /	INC	DSP-1	Pending	Interpreter Request	06/19/2020	ESQ., REBECCA	06/19/2020	
MARIANNE /	INC	DSP-3	Approved In Part, Denied In Part	Miscellaneous Request	04/24/2017	ESQ., REBECCA	06/19/2020	
STEVEN /	LOGISTICS LLC	DSP-1	Approved In Part, Denied In Part	Miscellaneous Request	05/18/2017	ESQ., GREGORY	06/19/2020	
NICOLAS /  , Inc.		DSP-2	Approved In Part, Denied In Part	Conference Call Request	08/08/2018	ESQ., CAROLYN	06/19/2020	
MARLON /	COUNTY HOSPITAL	DSP-2	Approved In Part, Denied In Part	Continuance Request	08/15/2018	ESQ., REBECCA	06/19/2020	
ORTIZ, /	HOUSE	DSP-1	Approved In Part, Denied In Part	Miscellaneous Request	09/24/2018	ESQ., ROSEMARY	06/19/2020	
Allison /	Group, Inc.		Approved In Part, Denied In	Continuance Request	11/14/2018	ESQ., REBECCA	06/19/2020	

# **Using Mobile Devices for WCAIS**

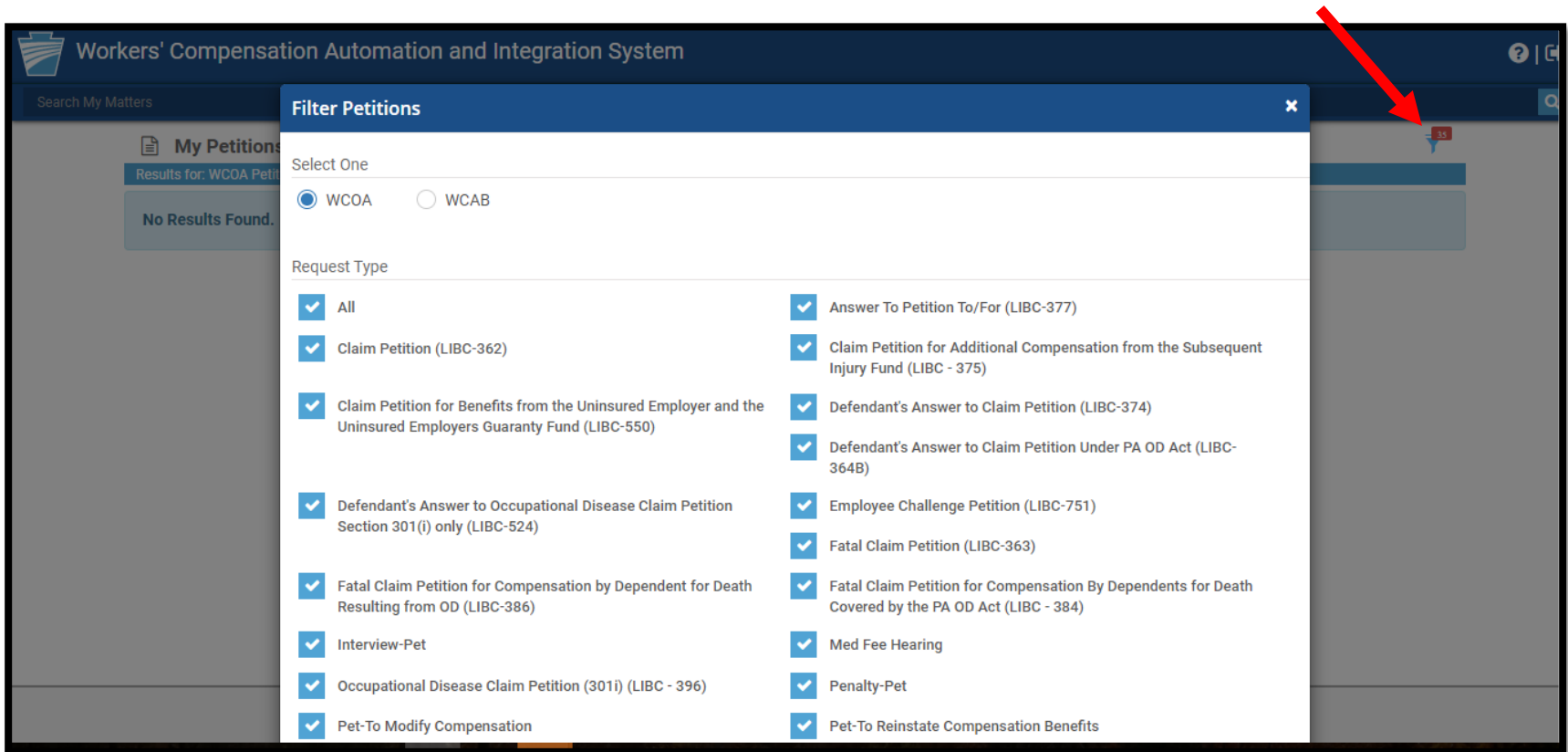
## **Petitions**

# ➤ Attorney Comprehensive WCAIS Survival Guide

The Petitions icon on the Attorney’s mobile calendar will take the Attorney to a list of Petitions filed on their matters.



Click the filter icon to access a number of different filter parameters to view the filed petitions.



## **MISCELLANEOUS TOPICS:**

### **Contacting the WCOA Resource Center**

# ➤ Attorney Comprehensive WCAIS Survival Guide

## WCOA RESOURCE CENTER

Contact the WCOA Resource Center if you...

- Have general adjudication questions
- Need assistance navigating the WCAIS system
- Want to report system defects
- Have an idea to enhance the system
- Need help with any WCOA related question

Operates 7:30 – 4:30pm Monday-Friday

**You can call or e-mail the WCOA Resource Center:**

E-mail: [WCOAResourceCenter@pa.gov](mailto:WCOAResourceCenter@pa.gov)

Phone: 1-844-237-6316

**Or you can contact the WCOA Resource Center in WCAIS...**

# Attorney Comprehensive WCAIS Survival Guide

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The user may click the **Submit a Question** option from the Customer Service Center dropdown to ask a question to the WCOA Resource Center.

PA pennsylvania  
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM

(Attorney)

Customer Service Center

- Customer Service Center Home
- I need help on this screen ...
- Submit a Question**
- Printable WC Forms
- Contact Us

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile

**File Petition**

Required fields are indicated by \*

GO

For more information on the Customer Service Center, click [here](#).



**THE END**